

March 2005

RE: EDEExpress for Windows 2005-2006, Release 2.0

Dear EDEExpress Users:

We are pleased to announce the availability of EDEExpress for Windows 2005-2006, Release 2.0. Release 2.0 adds Pell and Direct Loan functionality for the 2005-2006 award cycle.

This cover letter contains the following information:

- A list of enhancements to the EDEExpress Pell and Direct Loan modules for 2005-2006;
- A list of enhancements to the Global functions that affect Pell and Direct Loan processing;
- Results gathered from EDEExpress benchmark testing to help you determine how EDEExpress operates in certain operating environments;
- Reminders and guidance regarding backing up and optimizing your EDEExpress database.

Common Origination and Disbursement (COD) Full-Participant Enrollment Required

All schools participating in the Federal Pell Grant Program or the Federal Direct Loan Program must use the COD System to process Pell and Direct Loan data. EDEExpress for Windows 2005-2006, Release 2.0 can be used by schools to exchange Pell and Direct Loan data with COD for the 2005-2006 cycle.

For 2005-2006 and subsequent years to submit Pell or Direct Loan records to COD for processing, you must be enrolled as a Full Participant with COD. If you used EDEExpress for Windows 2004-2005 to submit data to COD, you do not need to enroll with COD again for 2005-2006 (unless you only used the Pell or Direct Loan module in 2004-2005 and now want to use both). For more information on COD Full Participant enrollment, visit the COD Web site, located at cod.ed.gov.

COD Full Participants for Pell and Direct Loan send and receive origination and disbursement data to and from COD using the Common Record's Extensible Markup Language (XML) format. EDEExpress converts your data to XML format automatically during the export process, and can import files returned from COD in XML format.

How to Get EDEExpress and Documentation

You can download Release 2.0 and related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

Instructions for downloading EDEExpress are located in the "Downloading Documentation and Software from the FSAdownload Web Site" section of the *2005-2006 Installation Guide for EDEExpress for Windows* at fsadownload.ed.gov/softexpress0506.htm. If you have trouble opening the FSAdownload Web site, contact CPS/SAIG Technical Support at **800/330-5947; TDD/TTY 800/511-5806** or by e-mail at CPSSAIG@ed.gov.

Note: Some organizations block their staff from downloading programs from Internet sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure that you have full download rights.

Important Installation Alert

If you use Windows 2000 or Windows XP, you must be an Administrator on your workstation to install EDEExpress. If you are not an Administrator, you will receive a warning when you try to install EDEExpress. After an Administrator has installed EDEExpress, you can run EDEExpress for Windows 2005-2006 as a member of the Power Users group. If your database is on a network server, you must be a Power User or higher on the network (or domain) as well as on your workstation. There are no workarounds for these Windows-rights issues. Consult with your school's technical department if you receive a warning that an Administrator must install the EDEExpress software.

If You Have Technical Support Questions

If you have questions about EDEExpress, such as installation issues, software problem resolution, software functionality, or if you need technical assistance, contact CPS/SAIG Technical Support.

You can reach CPS/SAIG Technical Support, Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947; TDD/TTY 800/511-5806**. You can also send e-mail inquiries, comments, or suggestions to CPSSAIG@ed.gov. A representative will respond within 24 business hours.

You can also post questions regarding EDEExpress on our e-mail listserv, FSATECH. FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's Federal Student Aid (FSA) systems, software, and mainframe products.

For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists: FSATECH Web site at ed.gov/offices/FSA/services/fsatechsubscribe.html.

Note: Make sure you include your telephone number in your message in case we need additional information. We will research your question and post our response to the listserv so that everyone can benefit from the information.

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EDExpress for Windows 2005-2006, Release 2.0

EDExpress for Windows 2005-2006, Release 2.0 adds two software modules:

- Pell
- Direct Loan

In addition, Global functionality applicable to all modules, such as Security setup, Document Tracking setup, and User Database setup and entry, is added during any installation of EDExpress.

EDExpress for Windows 2005-2006, Release 1.0, posted in January 2005, contained the Application Processing and Packaging modules. If you have not yet installed Release 1.0, you can install these two modules using Release 2.0.

Release 2.0 is an upgrade to Release 1.0, and will not overwrite your Release 1.0 database unless you choose the Network Server or Standalone Full installation options.

For more information on the EDExpress installation process, see the *2005-2006 Installation Guide for EDExpress for Windows*, which is available for download from the FSAdownload Web site at fsadownload.ed.gov/softexpress0506.htm.

General Enhancements

Listed below are general product enhancements applicable to EDEExpress for Windows 2005-2006, Release 2.0. For more information on enhancements to Application Processing, Packaging, and Global functionality, see the *EDExpress for Windows 2005-2006, Release 1.0 Cover Letter*, which is available for download from the FSAdownload Web site at fsadownload.ed.gov/softexpress0506.htm.

Global Security

- **Password-Protected Database.** The EDEExpress database (expres56.mdb) is now password-protected. You will not be able to open, view, or modify your database in Microsoft Access 2002 without this password. This change will not affect your ability to log into EDEExpress normally. For more information, see the Help topic “Database Password” in the EDEExpress for Windows 2005-2006 software.

Global Setup

- **Default Address Field.** We added a new field, Default Address, to Global System setup. This field enables you to define the local or permanent address as the default selection to print on reports displaying student address information. You can manually change the Default Address that is selected in the Print dialog box. For Release 2.0, the Sub/Unsub Disclosure Statement is affected by this enhancement.
- **Automatically Transmit Checkbox.** We added a new checkbox, Automatically Transmit?, to Global Security Users setup. You can fill the EDconnect Transmission Queue and automatically transmit a file at the completion of the COD export process by selecting this checkbox and the Export to EDconnect? checkbox. You can also continue to leave both checkboxes cleared (which leaves the EDconnect Transmission Queue blank following an export), or select only the Export to EDconnect? checkbox (which fills the EDconnect Transmission Queue but does not automatically transmit the file).

Global Entry

- **Loan Exit Counseling Completed Date.** We added a new modifiable field, Loan Exit Counseling Completed Date, to the Demo tab. You can update this field by importing a Direct Loan External Add or Change file, importing a Global External Add or Change file, importing the Loan Exit Counseling report (DLFF06OP) file sent by Common Services for Borrowers (CSB), manually updating the field on the Demo tab or updating through Global or Direct Loan Multiple entry.

Prior Year Import

- **New Fields Available for the Pell and DL Prior Year Import.** The following fields, which were new in EDEExpress for Windows 2004-2005, are now available for Pell and Direct Loan Prior Year Import:
 - “Disable Source Entity ID Setup Warning?” and “Combine DL and Pell Export?” from COD System setup (Pell and Direct Loan)
 - “Module” and “Inactive” from COD Disbursement setup (Pell and Direct Loan)
 - “Calculate Amounts Using Pennies?” from COD School setup (Pell only)
 - “Default School?” from COD School setup (Direct Loan only)

COD Setup

- **Warning Message Displays when a Disbursement Profile Code is Created or Updated with Invalid Dates.** We modified Disbursement Profile setup to display a warning if you create or update a Disbursement Profile Code for:
 - Pell and the Module field is “Pell” or “Both Pell and DL” and the Disbursement Date is greater than September 30 of the current award cycle.
 - Direct Loan and the Module field is “Direct Loan” or “Both DL and Pell” and the Disbursement Date is greater than the Approved Loan Period End value, unless the Disbursement Profile Code is created by an import of a Direct Loan Rebuild record.

COD Print Dialog Box and Reports

- **New COD Print Dialog Box and Combined Reports.** Two Pell and Direct Loan reports, List–Disbursement Profile Setup and List–Document Activity, have been combined and relocated in a new COD Print dialog box. Options have been added to print Pell only, Direct Loan only, or a combination of Pell and Direct Loan codes or data for both modules.
- **New List–Student Records in Document Report.** We added a new report, List–Student Records in Document, in the new COD Print dialog box. This report lists all student records contained in a specific COD document, including origination, change and disbursement records for Direct Loan, and origination and disbursement records for Pell. You can sort the report by last name or current SSN.
- **Student Summary Report Added to COD Print Dialog Box.** The Student Summary report available in the Print dialog boxes of other EDEExpress modules can also be printed from the new COD Print dialog box.
- **Print Origination Records to the Screen From the Origination Tab.** You can now print the Pell or Direct Loan Origination record to the screen from the applicable Origination tab of either module.

Pell and Direct Loan Multiple Entry

- **Multiple Entry Records can be Deselected.** We added a Select column to the update grid (second grid) in Multiple Entry for Pell and Direct Loan (as well as the other modules in EDEExpress). By clearing the checkbox in this column for a student record, the record is not selected for Multiple Entry update and is not counted in the record count or displayed on the Multiple Entry Edit report. Initially all Select column checkboxes for students displayed on this grid are selected for Multiple Entry update.

Pell and Direct Loan Data Processing

Valid date ranges for Pell and Direct Loan processing are updated for the 2005-2006 processing cycle to synchronize EDEExpress with COD edits and federal policy. These date ranges include:

Date of Birth	01/01/1906 to 12/31/1997
Pell Enrollment Date	01/01/2005 to 06/30/2006
Pell Payment Period Start Date	01/01/2005 to 06/30/2006
Pell Disbursement Date	06/21/2005 to 09/30/2011
DL Loan Period Start Date	07/02/2004 to 06/30/2006
DL Loan Period End Date	07/01/2005 to 06/29/2007
DL Academic Year Start Date	07/02/2004 to 06/30/2006
DL Academic Year End Date	07/01/2005 to 06/29/2007
DL Disbursement Date	06/22/2004 to 10/27/2007

Pell-Specific Enhancements

The following enhancements solely affect the Pell module:

Entry

- **Renamed Origination ID.** We updated all references to “Origination ID” in the Pell module to “Award ID.”

Note: This field is used by your EDEExpress database only and is not part of the COD Common Record.

- **Removed Secondary EFC Code.** We removed the Secondary EFC Code field from the Pell Origination tab and all Pell module functionality. This information is no longer collected by COD in the Common Record or returned in the Response output files. Pell awards should always be calculated based on the primary EFC. The secondary EFC continues to be calculated by the Central Processing System (CPS) on processed 2005-2006 ISIRs and is available for schools to use to determine awards for nonfederal student aid.
- **Modify Disbursement Date and Amount in Same Disbursement Adjustment Transaction.** You can now modify a Pell disbursement date and disbursement amount in the same disbursement adjustment transaction. In prior cycles these changes had to be sent under separate disbursement sequence numbers. This change affects manual entry, multiple entry, and External Disbursement Add Import.
- **Added Disbursement Logic.** We added logic to the Pell Disburse tab to prevent saving a disbursement with the disbursement release indicator (DRI) selected (or true) if the Verification Status code on the corresponding Pell origination record is “W” (Without Documentation) and one of the following conditions exists:
 - The Pell disbursement number 1 (sequence = 01) amount is greater than 50% of the scheduled award on the Pell origination record, or
 - The Pell disbursement number 1 (sequence > 01) adjustment amount is greater than the disbursement 1 (sequence = 01) amount, or
 - The Pell disbursement number is greater than 1.
- **Deleted Disbursement Numbers Available for Reuse.** You can now reenter a disbursement on the Pell Disburse tab using the same disbursement number as a deleted disbursement record. For example, if you delete disbursement number 01 and save the record, disbursement number 01 is available for use the next time you enter a disbursement for the student.

Multiple Entry

- **Disbursement Date Label Updated.** We updated the Pell Multiple Entry field “Pell Disb. Submit Date” to be “Disbursement Date.”

Reports

- **New Warning Message on the Import Edit Report.** When a COD Web Response (CRWB06OP) is imported, EDEExpress calculates a total disbursement amount for each student record using the student’s total anticipated and actual Pell disbursement amounts in the import file combined with the student's anticipated and actual disbursement amounts currently on the EDEExpress Pell Disburse tab. If this calculated total disbursement amount exceeds the Award Amount for the Entire School Year value on the origination record, a warning message is printed on the Import Edit report.
- **Label Change on Pell YTD Import Edit Report.** The Total YTD Disbursement Amount label on the Pell YTD Import Edit report (YTD Comparison report) has been revised to Total YTD Disbursement Amount (COD). This new label more accurately reflects the source of the value printed.

Direct Loan-Specific Enhancements

The following enhancements solely affect the Direct Loan module:

Entry

- **MPN Label Change.** We updated all references to “Promissory Note” and “Prom Note” in the Direct Loan module to read “MPN.”
- **Ellipsis (...) Button to Select ISIR Transactions.** We added an ellipsis (...) button next to the CPS Transaction # field on the Direct Loan Origination tab, enabling you to select from a grid of non-rejected (EFC calculated) ISIR transactions.
- **CPS Transaction Number Carried Forward to New Loans.** On the Direct Loan Origination tab, if you select “Yes” in response to the Create Unsubsidized Loan? prompt (from a subsidized loan record) or the Create Subsidized Loan? prompt (from an unsubsidized loan record), EDEExpress now automatically carries over the CPS Transaction # value from the existing loan record to the new loan record you create. The prompt appears if you have selected the Prompt to Create an Additional Sub/Unsub Loan During Origination Process option in COD School Setup (Direct Loan).
- **Added Canadian Province Codes.** We added Canadian province codes as valid values for the Permanent Address State and Driver’s License State fields on the PLUS Info tab on the Direct Loan Origination tab. The Permanent Address Country Code is enabled and the Permanent Zip Code is automatically filled with zeroes when a Canadian province code is selected as Permanent Address State.
- **Change Dates on PLUS Info Tab Only Updated if Associated Fields Are Modified.** The Permanent Address, Date of Birth, and Social Security # fields in the Change Dates section of the PLUS Info tab on the Direct Loan Origination tab are now updated with your PC system date only when the corresponding fields in the Parent Information section are modified. The change date fields remains blank when you initially enter and save data in the corresponding fields in the Parent Information section.
- **EDEExpress Displays Endorser Amount.** If COD returns an endorser amount in a Direct Loan Credit Decision Override Response file (CRCO06OP), EDEExpress displays the amount in a new Endorser Amount field on the Credit Info tab on the Direct Loan Origination tab, as well as on the Direct Loan Disburse tab of the PLUS loan. We also added the Endorser Amount to the Origination Record report for PLUS loans, List–Loans report, Direct Loan File Format setup, Direct Loan Query, and Direct Loan Browse PLUS grid. The Endorser Amount field is not modifiable.

- **PLUS Loan Amount can be Adjusted When Credit Decision Status is E.** When a Credit Decision status is “E” (credit overridden; endorser OK) on the Credit Info tab of the Direct Loan Origination tab of a PLUS loan, the Loan Amount Approved can now be adjusted up or down. However, the loan amount approved cannot exceed the endorser amount received from COD.
- **EDEExpress Calculates Total Disbursement Gross Amounts and Compares to Endorser Amount and Loan Amount Approved.** When a PLUS loan actual disbursement (DRI = selected or True) is saved, EDEExpress now calculates the gross total amount of all disbursements and compares the result to the new Endorser Amount field (if it exists on the corresponding origination record) and the Loan Amount Approved field. If this gross total amount exceeds the lesser of the two fields, EDEExpress displays the message “Actual gross disbursement total cannot exceed the Loan Amount Approved or Endorser Amount” and does not save the disbursement.
- **Changes to DL Disbursement Type Q.** When a Direct Loan disbursement type “Q” (adjusted disbursement date) is entered:
 - EDEExpress carries forward the gross, fee, rebate, and net amount fields from the previous disbursement sequence number to the new transaction. These amounts cannot be modified on the disbursement type Q transaction.
 - EDEExpress prevents you from saving the record with a blank disbursement date.
 - EDEExpress displays a warning message if the date entered is the same as the previous disbursement sequence number for the disbursement number being modified.

Multiple Entry

- **Cannot Adjust an Actual Disbursement Amount or Date to Blank Using Multiple Entry.** Direct Loan Multiple Entry no longer enables you to adjust an actual disbursement amount or date to blank and save the record with the change. If you want to adjust a disbursement amount to \$0 in Direct Loan Multiple Entry, you need to enter zero for the disbursement amount, similar to manual entry on the Disburse tab.
- **Loan Amount Approved Reduced to \$0 When a Loan is Inactivated in Multiple Entry.** When a Direct Loan record is inactivated using Multiple Entry, the loan amount approved is now automatically reduced to \$0, all anticipated disbursement data is automatically reduced to \$0, and the changed data is automatically marked for export to COD in the next Common Record export.

- **Current Student Record Values Display on the DL Multiple Entry Grid.** As with College Grade Level and Loan Entrance Interview Date, the following additional fields display the value that is currently associated with the student record in your EDEExpress database:
 - MPN Status
 - Date Signed
 - (Anticipated) Disbursement Amount
 - (Anticipated) Disbursement Date
 - Disclosure Printed

Import

- **Import Type List Re-ordered.** To improve consistency between the Pell and Direct Loan modules, the Direct Loan Import Type COD Common Record Response/Receipt is now listed as the first choice on the list.
- **Loans Only Created when ISIR has Calculated EFC.** A subsidized or unsubsidized loan is now only created during Loan Data-ISIR import if the ISIR transaction has a calculated EFC.

Query

- **Manifest Document ID Query Name Change.** We renamed the Direct Loan predefined query Promissory Note Document ID to Manifest Document ID.
- **Added ISIR DL PLUS MPN FLAG field.** We added a new query and file format field, ISIR DL PLUS MPN FLAG, to Direct Loan Query and Direct Loan File Format setup. The query field enables you to select specific groups of students based on the value of the DL PLUS MPN Flag from the ISIR. The file format field enables you to export the value of the DL PLUS MPN Flag from the ISIR to a Direct Loan External Loan Data file.
- **Renamed ISIR DL MPN Flag.** We renamed the Direct Loan Query and File Format field ISIR DL MPN Flag to ISIR DL Sub/Unsub MPN Flag.

Reports

- **Three New Fixed-Length COD-Generated DL Reports.** COD is generating three new fixed-length Direct Loan reports for 2005-2006. All three reports are available for importing and viewing in EDEExpress. These reports do not update your EDEExpress database:
 - **MPN Discharge Report (MPNDISOP):** Notifies schools of MPNs that have become inactive within the last 30 days due to discharges for death and unauthorized signature.
 - **Expired MPN Report (MPNINAOP):** Notifies schools of inactive MPNs within the last 30 days due to normal disbursement inactivity.
 - **MPNs Due to Expire Report (MPNEXPOP):** Notifies schools of MPNs that are about to expire or become inactive within a specific number of days.
- **DL Origination Record Prints the Action Date.** The Action Date field from the Direct Loan Disburse tab now prints on the Direct Loan Origination Record report in the Actual Disbursement section.
- **Print Logic Updated.** When the Country Code field on the Demo tab or the PLUS Info tab on the Direct Loan Origination tab has a value entered and the value in the Permanent Address State field is “FC” (foreign country), all Direct Loan reports that print student address information now display the Country Code field and value in place of the Permanent State field and value. This change affects the print logic for the Sub/Unsub MPN, PLUS MPN, Disclosure Statement–Sub/Unsub, Disclosure Statement–PLUS, Direct Loan Origination Record report, and Parent Borrower Mailing Labels.
- **Updated List-Anticipated Disbursements Report.** We updated the List–Anticipated Disbursements report to display:
 - Total disbursement record counts for each loan type (subsidized, unsubsidized, and PLUS), and a total combined disbursement record count for all loan types.
 - Total booked and total unbooked disbursement records for each loan type (subsidized, unsubsidized, and PLUS), and a total combined disbursement record count (booked and unbooked combined) for each loan type.

COD Technical Reference

The *2005-2006 COD Technical Reference* provides technical specifications and record layouts for transmitting Pell Grant and Direct Loan data to the COD system. You can download this technical reference from the FSAdownload Web site, located at fsadownload.ed.gov.

EDExpress Benchmarking

We performed benchmarking tests on the EDExpress for Windows 2005-2006, Release 2.0 software to determine how it operates in certain operating environments.

Imports

The benchmarking results for EDExpress import files are as follows:

- These tests were all completed on a Pentium 1.2 GB MHz with 512 MB RAM.
- These imports were imported into an empty EDExpress database in Windows 98, Windows Me, Windows 2000, and Windows XP.
- The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the Import dialog box and the import process begins through the time the import statistics are displayed.

Direct Loan

Import	Operating System	Benchmarking Volume	Time Elapsed
External Add	Windows 98	1000 records	3 min, 27 seconds
External Add	Windows Me	1000 records	3 min, 37 seconds
External Add	Windows 2000	1000 records	2 min, 28 seconds
External Add	Windows XP	1000 records	2 min, 20 seconds
ISIR Import	Windows 98	1000 records	1 min, 20 seconds
ISIR Import	Windows Me	1000 records	1 min, 19 seconds
ISIR Import	Windows 2000	1000 records	1 min, 6 seconds
ISIR Import	Windows XP	1000 records	1 min, 15 seconds

Pell

Import	Operating System	Benchmarking Volume	Time Elapsed
Pell YTD Data	Windows 98	2032 records	21 seconds
Pell YTD Data	Windows Me	2032 records	7 seconds
Pell YTD Data	Windows 2000	2032 records	9 seconds
Pell YTD Data	Windows XP	2032 records	5 seconds
Origination Data – ISIRs	Windows 98	1000 records	9 seconds
Origination Data – ISIRs	Windows Me	1000 records	9 seconds
Origination Data – ISIRs	Windows 2000	1000 records	8 seconds
Origination Data – ISIRs	Windows XP	1000 records	4 seconds

Reports

The benchmarking results for EDExpress reports and lists are as follows:

- These reports were tested in Windows 98, Windows Me, Windows 2000, and Windows XP on an HP LaserJet 4Si printer.
- These tests were all completed on a Pentium 1.2 GB MHz with 512 MB RAM.
- The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the EDExpress Print dialog box and ending when the operating system (Windows 98/Me/2000/XP) Print dialog box appears.
- The Benchmarking Volume is the number of records and approximate number of pages that were printed in the test.

Direct Loan

Report	Operating System	Benchmarking Volume	Time Elapsed
List–Anticipated Disbursements	Windows 98	5 records, 10 pages	1 second
List–Anticipated Disbursements	Windows Me	5 records, 10 pages	1 second
List–Anticipated Disbursements	Windows 2000	5 records, 10 pages	1 second
List–Anticipated Disbursements	Windows XP	5 records, 10 pages	1 second
Sub/Unsub/PLUS MPNs	Windows 98	2 notes, 4 pages	1 second
Sub/Unsub/PLUS MPNs	Windows Me	2 notes, 4 pages	1 second
Sub/Unsub/PLUS MPNs	Windows 2000	2 notes, 4 pages	1 second
Sub/Unsub/PLUS MPNs	Windows XP	2 notes, 4 pages	1 second

Pell

Report	Operating System	Benchmarking Volume	Time Elapsed
Pell Origination Record	Windows 98	3 records, 6 pages	1 second
Pell Origination Record	Windows Me	3 records, 6 pages	1 second
Pell Origination Record	Windows 2000	3 records, 6 pages	1 second
Pell Origination Record	Windows XP	3 records, 6 pages	1 second
Pell Disbursement List	Windows 98	40 records, 6 pages	1 second
Pell Disbursement List	Windows Me	40 records, 6 pages	1 second
Pell Disbursement List	Windows 2000	40 records, 6 pages	1 second
Pell Disbursement List	Windows XP	40 records, 6 pages	1 second

Reminders

Back Up Your Database Weekly

You should back up your EDEExpress database file (expres56.mdb) regularly so you do not lose your data. We recommend that you back up your files after each major update to your database (for example, creating a large group of student origination records), or at least once a week. You should also back up your data before and after you run utilities as a precautionary measure.

EDEExpress does not include a backup utility. You have to use your own backup software. Be sure to test your backup software regularly to verify that it can reliably restore your backups.

Optimize Your Database with EDEExpress Utilities

EDEExpress contains utilities that enable you to optimize your database to prevent problems. We recommend that you run the Compact and Repair and Verify Database utilities on your database at least once a week. Be sure to create a back up of your database before and after running these utilities.

Run the database utilities in the following order:

- Compact and Repair Database
- Verify Database
- Compact and Repair Database

Warning: Before running the Compact and Repair Database or Verify Database utilities, be sure you have space on your hard drive that is at least equal to three times the current size of your database.

Run the Compact and Repair Database Utility

The Compact and Repair Database utility resolves inconsistencies in record storage and improves the performance of EDEExpress by removing empty space in your database (expres56.mdb) and optimizing the database structure. Running this utility at least once per week helps to prevent database problems.

Events such as a power outage or a Local Area Network (LAN) failure can corrupt your database if it occurs while EDEExpress is updating student records. EDEExpress may not detect database corruption, so if your system functions unpredictably (for example, you start getting database error messages, even for something as simple as a missing flag on a record), run the Compact and Repair Database utility.

Prevent Problems by Running the Verify Database Utility

Each student record in EDEExpress has multiple parts that are stored in different database tables. The Verify Database utility checks the integrity of relationships between these tables. If EDEExpress shuts down due to a program error or halts abnormally while you are processing data, links between various parts of a record can become damaged. Verify Database repairs these damaged links within the database.

You should always run the Repair and Compact Database utility before and after running the Verify Database utility. Running this utility at least once per week is recommended as part of your preventative maintenance routine.